



## **CITY OF ALAMO HEIGHTS JOB DESCRIPTION**

# **POLICE OFFICER**

**EXEMPT STATUS: Non-Exempt  
SALARY RANGE: \$35,990.31-\$53,985.46**

### **JOB SUMMARY:**

Under supervision of superior officers, the Police Officer is responsible for performing general duty police work in protecting life and property and enforcing laws and ordinances. Maintains law and order for the prevention of crimes and for protecting life and property within the City. Work methods are developed and demonstrated in detail by superior officers, much of the work is of a routine nature, incumbents must be able to exercise sound and independent judgment in emergency situations where danger to life or property may be involved. All assignments involve responsibility for recognizing the social importance of police functions, for tactful and courteous treatment of the public, and conscientious and efficient performance without immediate supervision. Exercises no supervision. Police Officers report to their assigned Police Sergeant.

### **ESSENTIAL JOB FUNCTIONS:**

- Patrols the City in a patrol vehicle, or bicycle.
- Checks doors and windows of business establishments, and investigates any suspicious conditions.
- Makes arrests for violations of laws or ordinances, and testifies in court.
- Enforces traffic regulations, directs traffic, and investigates and makes detailed reports of traffic accidents.
- Performs courtesy security checks on residential property when requested by residents who are out of town..
- Maintains records for investigations and prepares detailed offense and case reports.
- Performs duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- Graduation from high school or a General Education Development (GED) Certification
- Must meet the minimum requirements of the Texas Commission of Law Enforcement Officer Standards and Education.

### **LICENSES OR CERTIFICATES:**

- Valid Class "C" Texas Driver's License.
- Current and valid Texas Peace Officer License.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Federal, State and local laws and ordinances.
- Knowledge of proper care and use of firearms.
- Knowledge and application of the Alamo Heights Police Department Mission Statement, Values Statement, and Goals/Objectives during the course of duties.

- Knowledge of law enforcement techniques and procedures.
- Knowledge of standard broadcast procedures of a police radio system.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrest, subduing resisting individuals, chasing fleeing subjects and running, walking, crouching or crawling during emergency operations.
- Ability to maintain firearms proficiency with all authorized and assigned firearms as prescribed by TCLEOSE rules, to include the issued duty sidearm, the police shotgun , the patrol rifle, and any other firearm issued in the furtherance of a specialized police response.
- Ability to meet certification requirements and maintain proficiency with all Department issued intermediate weapons.
- Ability to move equipment, injured/deceased persons and climb stairs/ladders.
- Ability to perform life-saving and rescue procedures.
- Ability to walk, stand or sit for extended periods of time.
- Ability to operate assigned equipment and vehicles.
- Ability to effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic and natural and man-made disasters.
- Ability to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Ability to recognize dangerous situations.
- Ability to maintain mental capacity that allows the capability of exercising sound judgment and rational thinking under dangerous circumstances.
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action.
- Ability to demonstrate intellectual capabilities during training and testing processes.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Work in a highly stressful emergency environment, under intense life-threatening conditions. Work includes exposure to dangerous persons, firearms, bodily fluids and noise. Working conditions include inclement weather conditions.

<p><b>This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.</b></p>
---

Revision Date: April 01, 2009